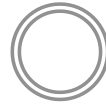


# PAYROLL





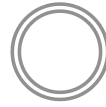
# What is FLSA?



- The Fair Labor Standards Act is a Federal Law that establishes the following:
  - Child Labor
  - Record Retention
  - Overtime
  - Minimum Wage
  - Equal Pay



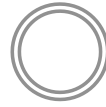
# The FLSA Workweek



- Seven (7) consecutive 24-hour periods that total 168 hours.
- The workweek does not have to be the same as a calendar week.
- The workweek does not have to begin at the start of the day.



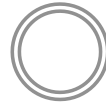
# 5/8 Schedule



- Ten working days in the pay period
- Five days a week
- Eight hour days
- Coincides with County work week
- No “split day” (only applies to a 9/80 schedule)



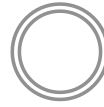
# FLSA Comments



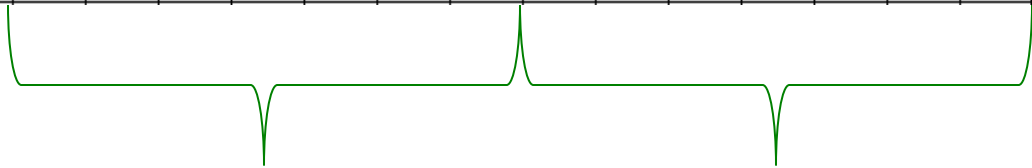
- FLSA guidelines pertains to everyone, whether they are Regular or Seasonal, and Full-time or Part-time.
- Employees cannot work over 40 hours in the first week and less hours in the second week to make up for overage hours worked in the prior week.
- Any approved flexing of hours have to be done in the same pay week.



# 5/8 Schedule Example



DESCRIPTION	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	TOTAL		
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED			
<b>WORKED HOURS:</b>																	
TASK ID	TYPE	ACTIVITY															
A003898307	REG	JAC - General	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	80.0

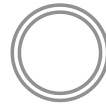


40 Hours  
Week 1

40 Hours  
Week 2



# Riverside County's Workweek

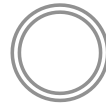


- Riverside County's workweek goes from Thursday to Wednesday.

April							
S	M	T	W	T	F	S	
			1 Payday	2	3 PP 9 Wk 1	4	5
6	7	8	9	10 PP 9 Wk 2	11	12	
13	14	15	16 Payday	17 PP 10 Wk 1	18	19	
20	21	22	23 PP 10 Wk 2	24	25	26	
27	28	29	30 Payday				



# 9/80 Schedule



- Nine work days in the pay period.
- Five days one week and four days in the other week.
- Eight days are nine hour days and one day is an eight hour day.
- “Split day” is employee’s eight hour day.
- Work week is based on “split day”.
- Does not coincide with County work week.
- May have suspended time worked.
- An employee cannot flex from one pay week to the next.
- Any hours worked over the designated eight hours on the employee’s split day is automatic overtime.







# Holiday Full-Time Regular Employee



## Holiday-HOL Employees Regularly Scheduled Day to Work

- The employee is normally scheduled to work, but did not work and had the day off. The county only pays up to 8 hours of holiday pay. A leave balance must be used in lieu of any missing out after the 8 hour holiday is applied. If an employee works a 9 hour shift, they would code 8 hours to HOL and 1 hour to VAC

## Holiday- HLR Employee Worked

- The employee worked the holiday and wants to be paid out for their holiday hours. Code the hours worked under Regular (REG) time and then mirror the regular hours worked under HLR (up to 8 hours)

## Holiday- HLE Employee Wants to Bank the Holiday

- The employee worked the holiday and wants to bank their holiday hours. Code the hours worked under Regular time and then mirror the regular hours worked under HLE (up to 8 hours)
- The Holiday falls on the employee's normal day off, does not need the holiday hours to fulfil their required 80 hours, and wants to bank the holiday. Code the 8 holiday hours to HLE

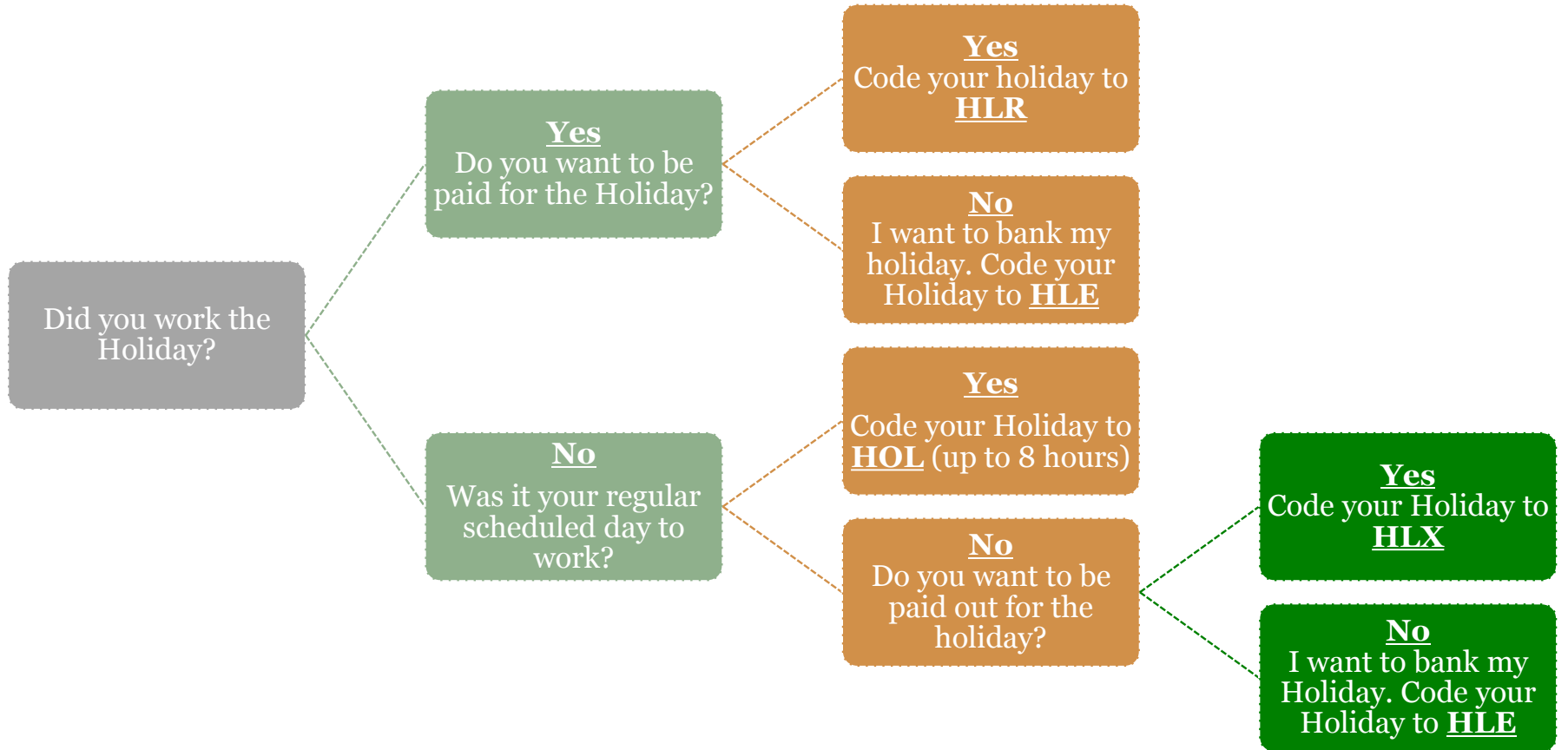
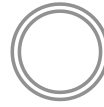
## Holiday- HLX Employee is Schedule to be Off

- The Holiday falls on the employee's normal day off, does not need the holiday hours to fulfil their required 80 hours, and wants to be paid for the holiday. Code the 8 holiday hours to HLX



# Holiday Flow-Chart

## Full-Time Regular Employee





# Holiday

## Part-Time Regular/Seasonal Employee



### Holiday-HOL Employees Regularly Scheduled Day to Work

- The employee is normally scheduled to work, but could not work because the facility was closed and they missed out on regularly worked hours. The employee is to code HOL for up to the employee's normally schedule shift (ie: the employee normally works 6 hours, code 6 hours to HOL)

### Holiday- HLR Employee Worked

- The employee worked the holiday and wants to be paid out for their holiday hours. Code the hours worked under Regular time and then mirror the regular hours worked under HLR (not to exceed 8 hours)

### Holiday- HLE Employee Wants to Bank the Holiday

- The employee worked the holiday and wants to bank their holiday hours. Code the hours worked under Regular time and then mirror the regular hours worked under HLE (no to exceed 8 hours)

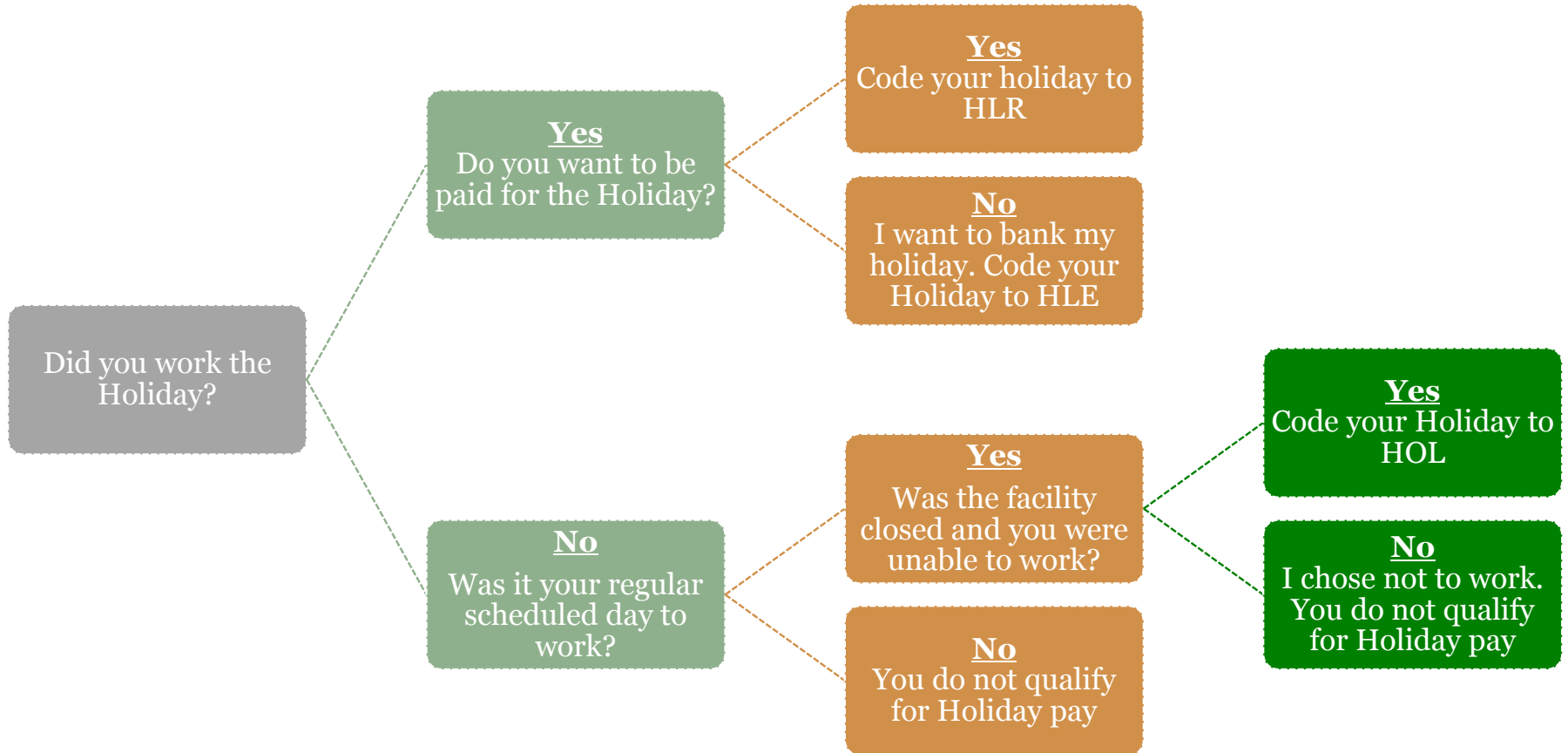
### No Holiday Pay Holiday Pay is Not Applicable

- An employee does not qualify for Holiday pay if the holiday falls on their normal day off.
- An employee does not qualify for Holiday pay if the holiday falls on their normal day to work, the facility is open, but they chose not to work (or did not report for work).

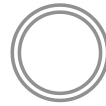


# Holiday Flow-Chart

## Part-Time Regular/Seasonal Employee



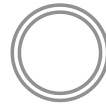
# Lunches



- 30 minute lunches are required for any shift that exceeds 6 hours
- An additional 30 minute lunch is required for every additional 6 hours worked after the original 6 hours (ex: A 12 hours shift requires (2) 30 minutes lunches)
- Lunches cannot be added to the end of a shift for an employee to leave early. If an employee is schedule for 6.5 hour shift (including their lunch), they must work the shift they were scheduled.  
(ex: an employee is scheduled for a 6 hours shift 8 am – 2:30pm with a 30 minute lunch, the employee must work their designated shift including their lunch. They cannot bypass their lunch and work only from 8 am - 2:00pm)



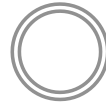
# Timesheets



- Payday is every other Wednesday. All timesheets must be submitted by 10:00 am on Tuesday of the payweek (unless otherwise noted on the payroll calendar).
- Timesheets sheets **MUST** be signed by both the employee and their supervisor of each facility employee worked at.
- Any corrections to the timesheet after the initial submission must be made by the supervisor.



# Things to Remember

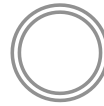


- 30 minute lunches are required for any shift that exceeds 6 hours, and an additional 30 minute lunch for every additional 6 hours worked
- All overtime must be approved by the area manager prior to working Overtime
- Timesheets sheets **MUST** be signed by both the employee and their supervisor of each facility the employee worked at.





# Time Reporting Codes



- REG – Regular worked hours
- SCK – Sick
- VAC – Vacation
- HOL – Holiday (Regular workday but did not work)
- HLR – Holiday Worked
- HLX – Holiday (Regularly scheduled day off and did not work)
- HLE – Holiday (Save holiday hours to leave bank)
- AWP – Absent without pay (No call no show)
- AAWP – Authorized Absent without pay
- IIA – Workers Comp Time off
- BER – Bereavement pay
- JUR – Jury Duty
- CTW- Comp Time Worked
- OVT- Overtime Worked
- CLU- Comp Time Used







# Filling out a Timesheet

## CERTIFICATION HOURS

9 Select the appropriate certification from the drop-down list. Enter the total number of hours worked each day using that certification

## MILEAGE REIMBURSEMENT

10 State the reasoning for the mileage, select the program from the drop-down list that the mileage applies to, and enter the mileage on the corresponding day

## APPROVAL

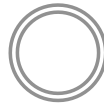
11 Employee sign and dates the timesheet and turns it into the supervisor to review, sign, and date

12 Supervisors reviews all information on the timesheets and verifies that the information is correct, and then sign and dates the timesheet.

CERTIFICATIONS:														
														-
		9	→										-	
														-
TOTAL OTHER HOURS:														
GRAND TOTAL :														
MILEAGE REIMBURSEMENT:														
PURPOSE OF TRAVEL	ACTIVITY	NUMBER OF MILES												
														-
		10	→										-	
														-
TOTAL REIMBURSEABLE MILES:														
I HEREBY CERTIFY THIS IS A TRUE AND ACCURATE REPORT OF MY TIME. MILEAGE CLAIMED IS TRUE AND CORRECT, IS IN CONFORMANCE WITH POLICY, AND NO PART HAS BEEN PREVIOUSLY PAID.							I HEREBY CERTIFY THE EMPLOYEE'S RECORD IS TRUE AND CORRECT. MILEAGE CLAIMED IS TRUE AND CORRECT, IS IN CONFORMANCE WITH POLICY, AND NO PART HAS BEEN PREVIOUSLY PAID.							
Employee Signature							Supervisor Signature							
Date							Date							



# Shift Differential



- Shift Differential is payable to employees whose regularly-scheduled shift ends after 6:00pm. There are two types of Shift Differential:
  1. *Evening Shift Differential* is payable for hours worked between 3:00pm and 10:59pm.
  2. *Night Shift Differential* is payable for hours worked through 11:00pm until 6:59am.
- To claim Shift Differential pay, you must record the actual times you worked on the Shift Differential worksheet *in addition to* your regular timesheet.
- Shift Differential is not applicable to Overtime



# Filling out Shift Differential

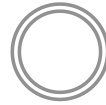


- 1 Record your arrival time in the first “IN” row for each day (*rounding to the nearest 10 minutes*). Format is HH:MM{Space} AM/PM
- 2 Record the time you left for lunch in the first “OUT” row for each day.
- 3 When you return from lunch, record your return time in the second “IN” row for each day.
- 4 If you are working an extended period of time and will be taking multiple “lunch” breaks, record what times you left and returned in the “OUT” and “IN” columns, ending with “OUT” for the end of your shift.
- 5 Your total payable Shift Differential hours will be calculated automatically at the bottom.
- 6 Sign and date the bottom of the worksheet.

	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
IN	1														
OUT	2														
IN	3														
OUT	4														
IN															
OUT															
<b>GRAND TOTAL</b>	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Z71	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Z70	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Hours Worked														##	
For TimeSheet														##	
Overtime (Weekend)														##	
<b>I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REPORT OF MY TIME.</b>								<b>I HEREBY CERTIFY THAT THE EMPLOYEE'S RECORD IS TRUE AND CORRECT.</b>							
Employee Signature	6	Date							Supervisor Signature	6	Date				



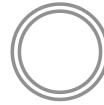
# Project Coding



- For any hours worked on special projects, events or activities outside the normal day to day operations, this time must be recorded separately on the Project Coding timesheet.
- This is critical to do for reporting purposes. This allows the District the ability to track the exact costs of each project.
- The Project Coding timesheet can be found on the third tab of the District timesheet.
- This applies to all employees, including regular, seasonal or TAP employees.
- A District or TAP timesheet still needs to be filled out, and the Project code timesheet is only a supplemental form to designate the project codes for the specific hours worked.



# Community Center/Parks Projects



- If any special projects, events, or activities outside the normal day to day operations fall under the following categories, the Project Coding Timesheet needs to be filled out:

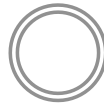
<b><u>ACTIVITY</u></b>	<b><u>PROJECT CODE</u></b>
• Adult Sports	PK-AdultSports
• Youth Sports	PK-YouthSports
• Fall Events	PK-FallEvents
• Spring Events	PK-SpringEvents
• Winter Events	PK-WinterEvents
• Movies in the Park	PK-Movies
• Summer Camp	PK-SummerCamp
• Concerts in the Park	PK-Concerts
• Temescal Valley Faire	PK-TVFaire

- Events that would fall under these categories would be Halloween Events (Fall) Christmas Events (Winter), Easter Events (Spring), Basketball games/practice, etc.





# Filling out Project Coding



## PROJECT CODING

*Project Coding is used mainly by Planners and Contract Program Employees to identify time spent on specific projects and contracted activities for future reporting and billing purposes.*

TYPE	PROJECT CODE	ACTIVITY CODE	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL
			THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
1 REG	2 PK-_____	3 Where	8.0							8.0							16.0
↓ OT	↓ PK-_____	↓ Where	4									8.0					8.0
↓	↓ PK-_____	↓ Where		8.0	8.0												16.0

1 Choose from the drop down menu whether the time worked was REG, CTW, or OT. If the time worked was a combination of REG and OT or CTW leave the “TYPE” field blank.

2 Fill in the Project Code (ie: PK-FallEvents, PK-Movies, etc.)

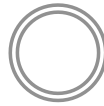
3 Fill in at what facility the hours worked were at ( ie: Idyllwild Town Hall, Mead Valley Comm Ctr, etc.)

4 Fill in the appropriate hours worked for the designated events according to the Project Code, Facility, and date

**\* REMEMBER: Only record the hours worked for each project code. If hours worked do not fall under a specific project code, do not reflect them on the project coding timesheet**



# Project Coding Example 1



- Employee John Doe worked hours that were related to a Haunted House event Idyllwild Town Hall was involved in on Friday, Saturday, & Sunday for two weeks. He also worked his normal hours that are not related to a special event, project, or activity. John would fill out his regular timesheet allocating his time worked for the pay period.



## RIVERSIDE COUNTY REGIONAL PARKS & OPEN-SPACE DISTRICT

<b>Doe</b>	<b>John</b>	<b>123456</b>	<b>Smith, M</b>	<b>PAY PERIOD: 22</b>	Revised 05/01/2015 MKG
Last Name	First Name	Employee ID #	Supervisor Name	From To	
				10/01/15 10/14/15	

### TIMESHEET

DESCRIPTION	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL	
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED		
<b>WORKED HOURS:</b>																
TASK ID	TYPE	ACTIVITY														
A003898629	REG	Comm Centers - Idyllwild Town Hall	8.0	8.0			8.0	8.0	8.0	8.0			8.0	8.0	8.0	80.0
A003898629	OT	Comm Centers - Idyllwild Town Hall			8.0	8.0					8.0	8.0				32.0

- John also needs to fill out a Project Coding timesheet to designate the hours worked related to the haunted house since they fall under the PK-FallEvents Project Code

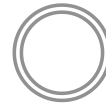
### PROJECT CODING

*Project Coding is used mainly by Planners and Contract Program Employees to identify time spent on specific projects and contracted activities for future reporting and billing purposes.*

TYPE	PROJECT CODE	ACTIVITY CODE	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL
			THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
	PK-FallEvents	Idyllwild Town Hall		8.0	8.0	8.0					8.0	8.0	8.0				48.0



# Project Coding Example 2



- Employee John Doe worked hours that were related to a movie in the park event at Perret Park the first Saturday and at Madigan Park the following Saturday. He also worked his normal hours that are not related to a special event, project, or activity. John would fill out his regular timesheet allocating his time worked for the pay period.



## RIVERSIDE COUNTY REGIONAL PARKS & OPEN-SPACE DISTRICT

<b>Doe</b> Last Name	<b>John</b> First Name	<b>123456</b> Employee ID #	<b>Smith, M</b> Supervisor Name	<b>PAY PERIOD: 22</b> From 10/01/15 To 10/14/15	Revised 05/07/2015 MKG
-------------------------	---------------------------	--------------------------------	------------------------------------	--	------------------------------

### TIMESHEET

DESCRIPTION	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
<b>WORKED HOURS:</b>															
TASK ID	TYPE		ACTIVITY												
A003898624	REG	Comm Centers - Goodhope Community Center													36.0
A003898575	REG	Comm Parks - Perret Park													8.0
A003898566	REG	Comm Parks - Madigan Park													8.0

- John also needs to fill out a Project Coding timesheet to designate the hours worked related to the movies in the Park since they fall under the PK-Movie Project Code

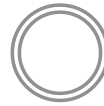
### PROJECT CODING

*Project Coding is used mainly by Planners and Contract Program Employees to identify time spent on specific projects and contracted activities for future reporting and billing purposes.*

TYPE	PROJECT CODE	ACTIVITY CODE	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL
			THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
REG	PK-Movies	Perret Park			8.0												8.0
REG	PK-Movies	Madigan Park										8.0					8.0



# Project Code Example 3



- Employee John Doe worked hours relating to Summer Camp the entire pay period. John would fill out his regular timesheet allocating his time worked for the pay period.



## RIVERSIDE COUNTY REGIONAL PARKS & OPEN-SPACE DISTRICT

<b>Doe</b>	<b>John</b>	<b>123456</b>	<b>Smith, M</b>	<b>PAY PERIOD: 22</b>	Revised 05/07/2015 MKG
Last Name	First Name	Employee ID #	Supervisor Name	From To	
				<b>10/01/15 10/14/15</b>	

### TIMESHEET

DESCRIPTION	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
<b>WORKED HOURS:</b>															
TASK ID	TYPE		ACTIVITY												
A003898624	REG		Comm Centers - Goodhope Community Center												
	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	80.0

- John also needs to fill out a Project Coding timesheet to designate the hours worked related to Summer Camp since they fall under the PK-SummerCamp Project Code

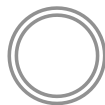
### PROJECT CODING

*Project Coding is used mainly by Planners and Contract Program Employees to identify time spent on specific projects and contracted activities for future reporting and billing purposes.*

TYPE	PROJECT CODE	ACTIVITY CODE	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	TOTAL
			THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	
REG	PK-SummerCamp	Good Hope	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	80.0



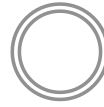
# Project Coding- Things to Remember



- Any hours worked that fall under any of the project code categories need to be reflected on the Project Code timesheet.
- These hours are strictly for reporting and tracking purposes and are not additional pay to the employee.
- A District or TAP timesheet still needs to be filled out, and the Project code timesheet is only a supplemental form to designate the Project Codes for the specific hours worked.
- Only hours that fall under the designated project codes need to be reflect on the Project Code timesheet.
- If project code hours were not worked, do not fill out a project code timesheet.



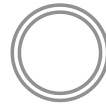
# Overtime



- **All overtime must be approved** by the employee's supervisor and a member of the management team (*Bureau Chief, General Manager, Superintendent, or Area manager*) **prior** to the overtime being worked. The request for overtime, along with a description of why overtime hours are needed, must be submitted by the employee via this authorization form, and include the timesheet the overtime is reflected on.
- Park District employees shall avoid overtime work whenever possible, except in cases of emergency or when the public's interest or necessity requires the use of overtime.



# Comp Time vs Overtime



- All Overtime hours worked must be banked as Comp time (CTW) until the employee has 40 hours in their comp bank.
  - Comp hours are banked at 1.5 times the hours worked.
    - ✦ Example: The employee worked 4 hours of Comp time which converts to 6 hours banked in their comp bank (4 hours x 1.5=6 hours)
- After the Employee's Comp Bank reaches 40 hours and maintains a balance of at least 40 hours, the employee can elect to be paid out for their future overtime hours.
- An Employee's Comp Bank maxes out at 120 hours.



# Filling out an Overtime Request Form

- 1 Enter your name and employee ID number
- 2 Enter the date, times, and total hours you are requesting to work overtime.
- 3 Include a brief description of why you are requesting to work overtime, and the benefits that will result from it.
- 4 If the overtime will be worked on more than one calendar day, enter additional dates/times requested.
- 5 Sign and date the form, and submit to your supervisor/manager for approval.
- 6 The supervisor must fill in the budget information prior to signing the form.
- 7 If you will be supervised by someone other than your direct supervisor during the overtime work, that person must also approve the request.

○

Employee Name: \_\_\_\_\_ **1** Employee ID #: \_\_\_\_\_

**OVERTIME REQUEST:**  
Work Date: \_\_\_\_\_ **2** Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_

**JUSTIFICATION:**  
*Please be descriptive, and include how the overtime requested will benefit the public.*

**3**

LIST ADDITIONAL DATES IF OVERTIME WILL BE ACCRUED ON MORE THAN ONE CALENDAR DAY:

Work Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Work Date: \_\_\_\_\_ **4** Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_  
Work Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_

**TOTAL HOURS REQUESTED:** \_\_\_\_\_

**5** \_\_\_\_\_  
*Employee Signature* *Date*

*Employees must have at least 40 hours of compensatory time banked before paid overtime can be requested. Overtime worked will automatically be paid if you have accumulated 120 hours of compensatory time banked.*

**HAS THE OVERTIME FOR THIS PROGRAM/PROJECT BEEN BUDGETED?** \_\_\_\_\_

**PROGRAM AREA TO BE CHARGED:** \_\_\_\_\_ **6**

\_\_\_\_\_  
*Supervisor Signature* *Date*

\_\_\_\_\_  
*OT Supervisor Signature* *Date*

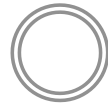
**7**

*(IF OT WAS NOT ASSIGNED BY YOUR DIRECT SUPERVISOR, THE PROGRAM SUPERVISOR REQUESTING THIS OVERTIME MUST ALSO SIGN AUTHORIZATION.)*

\_\_\_\_\_  
*Manager Signature* *Date*



# TAP Employees



- TAP employees have abide by the FLSA guidelines according to their designated schedule
- **HOLIDAYS**
  - TAP employees do not get paid Holiday pay. If they work the holiday they only receive their regular pay.
  - If they do not work the holiday they do not get paid.
- **LEAVE BALANCES**
  - TAP Employees do not accrue Vacation or have a COMP bank
- **OVERTIME**
  - TAP employees do not have a COMP bank. They are paid out for their overtime as they work it.

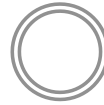
# TAP Sick Leave



- Effective July 1, 2015 The Healthy Families, Healthy Workplaces Act of 2014 has come into effect for TAP employees:
  - An employee working in California, on or after July 1, 2015, for 30 or more calendar days within a year is entitled to paid sick leave and can not be used until their 90<sup>th</sup> day of employment
  - Paid sick leave accrues at the rate one hour per every 30 hours worked.
    - ✦ An employee who works 40 hours per week accrues 1.33 hours per week
  - Paid at the employees current rate of pay.
  - Employer is only required to pay a maximum of 3 days of sick leave per year.



# Questions?



For any questions or concerns please contact:

- Sarah Tinkham  
Accounting Technician I  
(951) 955-4632  
[SarahTinkham@Rivcoparks.org](mailto:SarahTinkham@Rivcoparks.org)
- Michael Alferez  
Supervising Accountant  
(951) 955-5462  
[MValferez@rivcoparks.org](mailto:MValferez@rivcoparks.org)
- Megan Gomez  
Fiscal Manager  
(951) 955-9053  
[MeganKGomez@rivcoparks.org](mailto:MeganKGomez@rivcoparks.org)